

OFFICE OF THE DIRECTOR

DRAFT - 4/21

TO ALL HEADQUARTERS PERSONNEL

During the coming month, every office at headquarters will officially conduct a "File Cleanup Campaign."

Office files are a constant problem in Government and private industry. Recently such files were successfully reduced in brief "Cleanup Campaigns"--the Department of Commerce emptied 4,000 file cabinets, American Cyanamid Company recovered 15,000 square feet of storage space, and our own OCR emptied over 850 file drawers.

Sometimes priority jobs cause us to neglect our office files. Unfortunately, poor files create inefficiency and high office costs. We cannot afford either one. At their present rate of growth, our files will exceed by 60,000 sq. ft. the floor space allotted for office files in the new headquarters building. This trend must be corrected immediately.

Our "File Cleanup Campaign" aims for a complete and realistic review of the material in every inch of every file so that:

Material of no further value will be destroyed in accordance with the security and legal requirements of our Records Control Schedules.

Inactive records will be retired to the Records Center.

Active office files and the materials not requiring storage in safes will be relocated in smaller, less expensive equipment.

Unneeded safes and office equipment will be returned to stock or transferred to offices actually needing these units.

Each component will organize and conduct its own campaign to clean up its official office files. Each Operating Official will forward instructions to his supervisors and staffs as soon as practicable. In the interim, I urge every Agency employee to critically review and reduce his personal, non-official files promptly and report the results to his supervisor on the attached form.

Your personal effort in our "File Cleanup Campaign" can save office equipment and space. You will help improve working conditions and efficiency. Area Records Officers and the Records Management Staff are available to assist with office campaigns. All destruction or retirement of classified documents and Government records must be done in accordance with the office's Records Control Schedule.

I will appreciate your active support and participation in making this Agency's "File Cleanup Campaign" a success.

ALLEN W. DULLES

Enclosure: